



City of Rockville EMPLOYMENT APPLICATION

FAX # Note: Original application must be received in the Personnel Department within seven days of the FAX date.

Return to:

CITY OF ROCKVILLE
PERSONNEL DEPARTMENT
111 MARYLAND AVENUE
ROCKVILLE, MARYLAND 20850-2364
PHONE 240-314-8470
FAX 240-314-8484
TDD 240-314-8137

REVISED 2/03
<http://www.ci.rockville.md.us>

Directions: Answer each and every question on all four pages of the application. A résumé may be submitted only to supplement information on the application. Résumés may not be used in place of any information requested on the application. Write "N/A" in the answer blank if the question is not applicable to you. Please type or print legibly.

A separate application must be submitted for each position for which you apply.

Position Desired _____ Announcement No. _____ Date _____

Name _____ Social Security No. _____
Last First Middle Initial

Address _____ Home No. _____
Street Area Code Number
City State Zip Cell No. _____
Area Code Number

E-Mail Address: _____ Work No. _____
Area Code Number Ext.

To facilitate reference checks, please indicate any other name under which you have been employed. _____

Are you a minor (under 18 years of age)? Yes _____ No _____

EDUCATION

Circle highest grade completed: 6 7 8 9 10 11 12 GED College: 1 2 3 4 5 6

Dates Attended	Institution	Course of Study	Degree Attained
(no date necessary for high School)	High School		
	Address		
	College		
	Address		
	Graduate School		
	Address		

Have you received any additional training, workshops, short courses, or performed volunteer work, etc. related to the position?

EMPLOYMENT HISTORY

Start with your present or last job and include your employment history **for at least the last 10 years**. Please fill out this section carefully and completely, since you are given credit only for jobs you list and dates you include. Please attach an additional sheet if you need more space. Include military experience and describe any major assignments. Include periods of self employment. Give details of any supervisory duties you may have had. Answer each and every question on all four pages of the application. A résumé may be submitted only to supplement information on the application. Résumés may not be used in place of any information requested on the application. Write "N/A" in the answer blank if the question is not applicable to you. Please type or print legibly.

If you are still employed, may your present employer be contacted? Yes ☐ No ☐

1. Employed by _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours Per Week _____

Job Title _____

Duties _____

Reason for leaving _____

2. Employed by _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours Per Week _____

Job Title _____

Duties _____

Reason for leaving _____

Have you previously worked for the City of Rockville? Yes _____ No _____

Position _____ Department _____ Dates _____

List the requirements in the job announcement which you possess? _____

Do you have any experience or qualifications not listed elsewhere which relate to the job applied for? _____

3. Employed by _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours Per Week _____

Job Title _____

Duties _____

Reason for leaving _____

4. Employed by _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours Per Week _____

Job Title _____

Duties _____

Reason for leaving _____

If the position for which you are applying requires the operation of a motor vehicle, please answer the following:

Do you have a valid driver's license? Yes ____ No ____ Class _____ State _____ Number _____

Has your license been revoked or suspended in the last twelve (12) months? _____

(If yes, please explain)

What date would you be available to begin work? _____

For clerical/secretarial positions: Typing wpm ____ Shorthand wpm ____

What equipment can you operate? _____

At the time of hire, both citizens and non-citizens are required by Federal law to provide proof of identification and authorization to work.

The City of Rockville is an equal opportunity employer. The City does not discriminate against applicants or employees on the basis of race, creed, color, religion, sex, national origin, ancestry, marital status, disability, presence of children, sexual orientation, or age. This policy of non-discrimination extends to all terms, conditions, and privileges of employment and to all personnel actions.

Are you a U.S. Veteran? Yes _____ No _____ Branch of Service _____

Type of Discharge _____ Date of Military Service _____

Have you ever been convicted of a felony? Yes _____ No _____ If yes, please give all the facts. Do not list any criminal charges for which the records have been expunged. (A conviction does not automatically mean that you cannot be appointed. When and what you were convicted of are important.)

All information given on this application/résumé or by oral statements is true and correct. I understand that any false or misleading statements or omissions made may eliminate me from further consideration for employment or may be grounds for immediate dismissal regardless of when false or misleading statements or omissions are discovered. I authorize the City of Rockville and all my previous employers to conduct or participate in an investigation of my personal background, work history, educational credentials, driving record, and police record as may be necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied.

Signature of applicant

Date

I hereby understand and agree to the policy of the City of Rockville which holds me responsible for the cost of the physical required by them in the event of my termination with the City within ninety (90) days from my date of hire.

Signature of applicant

The following notice applies to everyone except applicants for law enforcement officer positions as defined by Article 27, Section 727, or any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or any other municipal corporation.

"UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR, OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED ONE HUNDRED DOLLARS (\$100.00)."

All applicants must sign to acknowledge they have read the above notice, which applies to everyone except applicants for law enforcement officer positions as defined by Article 27, Section 727, or any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or any other municipal corporation.

Signature of applicant

VOLUNTARY SURVEY

APPLICANT CHARACTERISTIC SURVEY

To All Applicants:

The City of Rockville has an equal employment program. To find out how effective our recruitment efforts are in reaching all parts of our population, and to help us in the validation of our selection methods, we are asking each applicant to voluntarily give the following information. **THIS INFORMATION IN NO WAY AFFECTS YOU AS AN INDIVIDUAL APPLICANT AND WILL BE SEPARATED FROM YOUR APPLICATION IMMEDIATELY.**

Position Applied For

Zip Code (Home)

Please place the appropriate numbered answer to each question in the block provided on the left.

☐

A. What sex are you?

1. Male
2. Female

☐

B. Of which racial/ethnic group do you consider yourself a member?

1. White
2. Black
3. Asian or Pacific Islander
4. Hispanic
5. American Indian or Alaskan Native

☐

C. Are you a veteran of the U. S. Military?

1. Yes
2. No.

☐

D. What is your age?

1. Less than 18 years
2. 18-21 years, inclusive
3. 22-25 years, inclusive
4. 26-39 years, inclusive
5. 40-55 years, inclusive
6. 56-69 years, inclusive
7. 70 years or over

☐

E. Have you previously applied for a job here?

1. Yes
2. No

☐

F. What is the highest level of education you have reached?

1. Finished 0-8 years
2. 9-12, but not a high school graduate
3. High school graduate or GED from a state department of education
4. Post-high-school vocational or business school training
5. College, less than B.A., B.S., or similar professional degree
6. B.A., B.S., or similar degree
7. M.A. or similar professional degree
8. Ph.D., J.D., L.L.B., or similar professional degree

☐

G. Are you currently employed?

1. Yes
2. No

☐

H. How did you learn about the job for which you are now applying?

1. City of Rockville Personnel Dept.
2. Other City agency
3. City employee
4. Friend
5. Newspaper or periodical
6. Job Service listing
7. Other employment service
8. Television
9. Radio
10. School
11. Church
12. Community Organization
13. World Wide Web

Name of Publication

6. Job Service listing
7. Other employment service

Name of Organization

13. World Wide Web